Technology Resource Teacher
Stafford County Public Schools

Position Summary

Under the direction of the Director of Instructional Technology and Information Services, this position of Technology Resource Teacher (TRT) promotes the use of technologies to support student achievement in the preK-12 classroom. The TRT provides leadership, staff development, and instructional support to all instructional and administrative staff. In addition, the TRT serves as a liaison between school division technology initiatives and school based implementation and support for administrators and teachers. The TRT develops and offers division wide instructional technology education for teachers and administrative staff. He/she also assists in the development and implementation of curriculum and technology integration projects. The TRT provides instructional staff with the essential support needed to complete technology-based instructional management and productivity functions. The TRT collaborates with appropriate instructional and technical staff to support, manage, optimize the use of instructional software, and network resources to support quality teaching and learning. This skilled professional works independently and collaboratively with colleagues.

Qualifications:

1. Holds a Bachelor's degree in education and holds a current Virginia Postgraduate Professional or Collegiate Professional license.
2. Graduate Degree or other advanced education in Instructional and/or Assistive Technology preferred.
3. At least three years of successful full-time experience as a classroom teacher preferred.
4. Two years experience professional development experience educating teachers or other adults in the integration of technology for instruction and productivity using all of the following modes: modeling, one-on-one, small group, or large group preferred.
5. A minimum of two years experience delivering and integrating technology in instructional programs for Pre K – 12 students.
6. An applicant who has had prior experience in a related position must have a performance rating which is acceptable to Stafford County Public Schools for such experience.

Knowledge, Skills, and Abilities

1. Demonstrate knowledge of the Virginia Standards of Learning and best practice instructional strategies.
2. Demonstrate knowledge of the process and strategies used in implementing instructional technology plans.
3. Demonstrate knowledge of new computer, video, communication, web-based technologies, curriculum design, and working knowledge of instructional design and assessments.
4. Demonstrate the ability to listen to others and remain receptive to new ideas.
5. Demonstrate the ability to address criticism in an appropriate manner and develop constructive outcomes.
6. Demonstrate sustained effort and enthusiasm in the quality and quantity of work.
7. Demonstrate the ability to effectively educate/mentor technology users.
8. Demonstrate the ability to establish and maintain positive, effective working relationships with staff, students, and the community.
9. Demonstrate effective time management, organizational skills, and prioritization of work to meet the needs of the users.
10. Demonstrate the ability to follow and communicate effectively, both orally and in writing.
11. Demonstrate the ability to quickly acquire new knowledge regarding technology.
12. Demonstrate initiative, flexibility, and the ability to work independently.
13. Demonstrate enthusiasm for the use of technology.
14. Demonstrate the ability to present technical material to a diverse educational audience ranging from persons without high school diplomas to others with graduate degrees.
15. Demonstrate excellent human relations and interpersonal skills.
16. Demonstrate ability to design and deliver technology-enhanced instruction.

Key Duties and Responsibilities

1. Collaborates with teachers in composing effective technology infused, content based lessons, and supports the teachers as they implement the lessons in their classrooms.
2. Promotes model instructional practices and the role of technology in them.
3. Articulates appropriate instructional technology practices as described in technology standards for students, teachers, and instructional assistants.
4. Conducts evaluations of school instructional technology use.
5. Provides assistance and training to building instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups.
6. Collaborates in the evaluation, selection and implementation of instructional technology materials and software.
7. Assists with technology training as part of collaborative school division staff development initiatives and supports regional and statewide initiatives such as NCLB, NTIER, and the Technology Standards for Instructional Personnel (TSIPs).
8. Works with curriculum staff to develop and implement SCPS technology enhanced curriculum integration projects.
9. Provides leadership in developing and implementing technology plans and serves on the building technology committee(s).
10. Collaborates with School Administrators, Library Media Specialists, and SCPS staff to ensure infrastructure and tools are available to carry out school and SCPS technology initiatives.
11. Conducts research about advancements in technology tools and resources to inform decision-making.
12. Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to instructional technology.
13. Coordinates technology related grant projects, community outreach projects and fund raisers.
14. Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field.
15. Participates in workshops and meetings required by the Department of Instructional Technology and Information Service.
16. Conducts staff development and supports community awareness initiatives
17. Performs other duties as assigned.

Position-Specific Responsibilities:
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_____
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Evaluated by:	Representative(s) from Department of Instructional Technology & Information Services in conjunction with the Building Administrator as appropriate.
FLSA Classification:	
Terms of Employment:	11 months in accordance with the Stafford County School Board calendar.
Evaluation:	Evaluation will be conducted in accordance with School Board Policies and Regulations.
Date Reviewed:	_____
Administrator's Signature:	_____
Employee's Signature:	_____

JOB TITLE: Technology Resource Teacher

DEPARTMENT:

ESSENTIAL ELEMENTS * JOB FUNCTIONS ASSESSMENT

Physical Requirements:

x	Seeing General
x	Close Vision
	Color Perception
x	Hearing/Listening
x	Clear Speech – Simple
x	Clear Speech – Complex
x	Touching
x	Dexterity
x	Hand
x	Finger
	Smelling
	Smoke
	Food
	Cleanliness
	Tasting
x	Functionally Mobile
x	Lifting (20 lbs.)
	Pushing
	Pulling
x	Typing
	WPM
x	Climbing Flights/Stairs/Ladders
x	Carrying (10 lbs.)
x	Kneeling
x	Stooping
x	Bending
x	Sitting
	Flexibility
	Upper Body
	Lower Body
	Running Distance
	Standing
X	Driving
X	Car
	Van
	Truck

Stress Factors:

x	Repetition
x	High Pressure
	Hazards
	Fatigue
	Boredom

Work Environment:

x	Works Alone
x	Works w/Others
x	Works Around Others
x	Verbal Contact w/Others
x	Face-to-Face Contact
	Shift Work
x	Inside
	Outside
x	Confined Areas
	Extreme Heat
	Extreme Cold
	Temperature Changes
	Wet and/or Humid
x	Noise
	Vibration
	Mechanical Equipment
x	Electrical Equipment
	Pressurized Equipment
	Burning Materials
x	Moving Objects
	High Places
	Fumes/Odors
	Dirt/Dust
	Gases

Mental Requirements:

x	Reading Simple
x	Reading Complex
x	Writing Simple
x	Writing Complex
x	Clerical
	Memorization
x	Analyzing
X	Perception
x	Judgment
x	Decision-Making

Equipment:

x	Computer
	Keyboard
x	Telephone
x	Calculator
	Copier
	Audio/Visual Equip.
	Fire Alarm
	Switchboard Console
x	Television Monitor
	Kitchen Appliance
	Vacuum Cleaner
	Maintenance Tool Equip.

Others:

	Laundry Equipment